

PHAPlans

5YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: Housing Authority of Thurston County

PHANumber: WA049

PHA Fiscal Year Beginning:(mm/yyyy) 07/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Olympia Public library
- ☒ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

A.Mission

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

The ultimate goal of the Housing Authority of Thurston County is to assist families and individuals to secure long -term permanent housing. When this is accomplished, the individual and family can begin to address the other factors that have caused crisis and instability in their lives.

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHA score)
 - ☒ Improve voucher management: (SEMAP score)

- ☒ Increase customer satisfaction:
- ☒ Concentrate one effort to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Other: (list below)
Work with landlords to correct deficiencies to units in a timely manner.

- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☒ Conduct outreach effort to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site -based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☒ Other: (list below)
 1. Adopt payment standards that do not unduly restrict housing choices for participants.
 2. Study the implementation of homeownership programs and vouchers to determine applicability to Thurston County.

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment
Objectives:
 - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☐ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)
 1. Staff remains knowledgeable about support services in the community in order to make referrals or to help link individuals with needed resources.
 2. Participate in community consortium of service providers in order to maintain linkages between housing and services.
 3. Develop policies that are consistent with individuals achieving their maximum level of self-sufficiency.
 4. Continue to operate a Family Self-Sufficiency program for a minimum of 54 families as long as funding is available to support staff. We will go to a maximum of 125 families under the program.
 5. Continue to operate and staff the Community Services Division to provide housing support services to at-risk and homeless families.
 6. Continue to seek housing support services/case management funding and FSS funding to further increase capacity.
 7. Set aside ten vouchers for the purpose of assisting in transitional housing for graduates of the transition programs. Staff to develop a pilot program by January 2001.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

AnnualPHAPlan
PHAFiscalYear2002
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

☐ **StandardPlan**

StreamlinedPlan:

- ☐ **HighPerformingPHA**
☐ **SmallAgency(<250PublicHousingUnits)**
☒ **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☐ FY2000 Capital Fund Program Annual Statement
- ☐ Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart (WA049a01)
- ☐ FY2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
- Statement of Progress on Meeting the 5 -Year Goals (WA049c01)
- Membership of the Resident Advisory Board (WA049d01)
- Commissioners Board Representative (WA049e01)
- Definition of Substantial Deviation (WA049f01)
- Project Basing Plan (WA049g01)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	2,943	5	5	2	2	2	2
Income>30% but<=50%of AMI	2,635	4	3	2	2	2	2
Income>50% but<80%of AMI	2,556	2	2	2	2	2	2
Elderly	1,494	3	2	2	2	2	2
Familieswith Disabilities	Unknown						
Hispanic	369	5	5	2	2	2	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
Table III - 13, The Profile, 1999

B. Housing Needsof FamiliesonthePublicHousingandSecti on8 Tenant-BasedAssistanceWaitingLists

StatethehousingneedsofthefamiliesonthePHA'swaitinglist/s .Completeonetableforeachtype
ofPHA -widewaitinglistadministeredbythePHA. PHA mayprovideseperate tablesforsite -
basedorsub -jurisdictionalpublichousingwaitinglistsattheiropion.

HousingNeedsofFamiliesontheWaitingList Asof1/9/02			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover Attrition/serve estimate
Waitinglisttotal	1,918		767(40%)
Extremelylow income<=30% AMI	1,458	76%	
Verylowincome (>30%but<=50% AMI)	460	24%	
Lowincome (>50%but<80% AMI)	0	0	
Familieswith children	978	51%	
Elderlyfamilies	115	6%	
Familieswith Disabilities	806	42%	
Race/ethnicity Cauc	1,554	81%	
Race/ethnicity Black	134	7%	
Race/ethnicity Asian	153	8%	
Race/ethnicity NatAm	77	4%	
Characteristicsby BedroomSize (PublicHousing			

Housing Need of Families on the Waiting List			
As of 1/9/02			
Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- ☐ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicant to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
 1. Plan to meet the federal targeting requirement by maintaining that 75% of all new admissions to the Section 8 Program will be families at or below 30% of area median income.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

Welfare to Work vouchers will be targeted to families at or below 50% of AMI

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- ☐ Seekdesignationofpublichousingfortheelderly
- ☒ Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- ☒ Other:(listbelow)
Maintainknowledgeofavailableassistancetotheelderly.

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- ☐ Seekdesignationofpublichousingforfamilieswithdisabilities
- ☐ Carryoutthomodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- ☒ Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities, shouldtheybecomeavailable
- ☒ Affirmativelymarkettolocalnon -profitagenciesthatassistfamiliesw ith disabilities
- ☐ Other:(listbelow)

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:

Selectifapplicable

- ☒ Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionate housingneeds
- ☐ Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallth atapply

- ☒ Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- ☒ Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- ☒ Other:(listbelow)

The Housing Authority works with all families to assure that they have access to the full gamut of housing choices in the county and beyond through the portability option.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24CFR Pa rt 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant -based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
e) AnnualContributionsforSection 8Tenant -BasedAssistance	6,207,809.00	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)		
g) ResidentOpportunityandSelf - SufficiencyGrants		
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
FamilySelf Sufficiency	46,303.00	Salary&Benefits
ModerateRehabSRO	222,802.00 164,734.00	ModRehab SRO
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
3.PublicHousingDwellingRental Income		
4.Otherincome (listbelow)		
4. Non -federalsources (listbelow)		
Totalresources	6,641,648.00	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1)Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

(2)WaitingListOrganization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development/site management office

☐ Other(listbelow)

c.If the PHA plan to operate one or more site -based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site -based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site -based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD- approved site based waiting list plan)? If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one lists simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site -based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons deemed terminated by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If 'no' is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3.If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA - resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition?
(select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Anytime family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site -based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing

- ☐ Actionstoimprovethe marketabil ityofcertaindevelopments
- ☐ Adoptionoradjustmentofceilingrentsforcertaindevelopments
- ☐ Adoptionofrentincentivestoencourage deconcentrationofpovertyand income-mixing
- ☐ Other(listbelow)

f. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthePHA makespecial effortsto attractorretainhigher -incomefamilies?(selectallthatapply)

- ☐ Notapplicable:resultsofanalysisdidnotindicateaneedfor suchefforts
- ☐ List(anyapplicable)developmentsbelow:

g. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthePHA makespecial effortsto assureaccessforlower -incomefamilies?(selectallthatapply)

- ☐ Notapplicable:resultsofanalysisdidnotindicateaneedforsuchefforts
- ☐ List(anyapplicable)developmentsbelow:

B. Section 8

Exemptions: PHAthatdonotadministersection8arenotrequiredto completesub -component3B.
Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. WhatistheextentofscreeningconductedbythePHA?(selectallthatapply)

- ☒ Criminalordrug -relatedactivityonlytotheextentrequiredbylawor regulation
- ☐ Criminalanddrug -relatedactivity,moreextensivelythanrequiredbylawor regulation
- ☐ Moregeneralscreeningthancriminalanddrug -relatedactivity(listfactors below)
- ☐ Other(listbelow)

b. ☐ Yes ☒ No: DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

c. ☒ Yes ☐ No: DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

d. ☐ Yes ☒ No: DoesthePHAaccess FBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug -related activity

☒ Other (describe below)

Last known address; last landlord name and address.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project -based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below: The Housing Authority allows an initial 90 day search time. The applicant may request two extensions of 30 days each. A person with a disability may ask for additional time in which to use the voucher.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of

application)(ifno,skiptosubcomponent (5)Specialpurpose
section8assistanceprograms)

Forhouseholdsbetween31%and50%ofmedianonly.

2.WhichofthefollowingadmissionpreferencesdoesthePHAplant oemployinthe
 comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother
 preferences)

FormerFederalpreferences

- ☒ InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing
 Owner,Inaccessibility,PropertyDisposition)
- ☒ Victimsofdomesticviolence
- ☒ Substandardhousing
- ☒ Homelessness
- ☒ Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- ☐ Workingfamiliesandthoseunabletoworkbecauseofageordisability
- ☐ Veteransandveterans'families
- ☐ Residentswholiveand/orworkinyourjurisdiction
- ☐ Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- ☐ Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- ☐ Householdsthatcontributetomeetingincomerequirements(targeting)
- ☐ Thosepreviouslyenrolledineducational,training,orupwardmobility
 programs
- ☒ Victimsofreprisalsorhatecrimes
- ☒ Otherpreference(s)(listbelow):Applicantswhoserentburdenisgreaterthan
 45%ofthehousehold'smonthlyadjustedincome.(Allowsfordeductionstowards
 grossrentofworkingapplicants -intestingrentburden).

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in
 thespacethatrepresentsyourfirstpriority,a“2” intheboxrepresentingyour
 secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese
 choices(eitherthroughanabsolutehierarchyorthroughapointsystem),placethe
 samenumbertoeach.Thatmeansyoucanuse“1”morethanonce,“2”more
 thanonce,etc.

1 DateandTime

FormerFederalpreferences

- 2 InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing
 Owner,Inaccessibility,PropertyDisposition)
- 2 Victimsofdomesticvio lence
- 2 Substandardhousing

- 2 Homelessness
- 2 Highrentburden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisal or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☒ Drawing (lottery) or other random choice technique - The initial assignment to the waiting list after the list has been closed for a period longer than a month is by lottery.

HATC uses a lottery system for the first five days of receipt of applications when the waiting list has been closed for a period of time. In March 2001 we opened our waiting list after it had been closed for 10 months. We accepted applications for the first five days and date stamped them and numbered them randomly after 5 p.m. on the fifth day. Thereafter that month, applications were assigned waiting list positions based on time and date of receipt. Our waiting list is now open for the first five working days of each month. Applications received during these days are assigned positions based on time and date. Applications received on other days of the month are batched and receipted at 9:00 a.m. on the first day of the following month and are given positions based on a random assignment.

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers

- ☐ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below): Outreach materials such as brochures or information sheets.

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- ☒ Through published notices
☒ Other (list below)
Through notices to agencies that serve the targeted population.

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Anytime the family experiences an income increase
- ☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- ☐ Other (list below)

- g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B.S ection 8 Tenant -Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☒ Reflects market or submarket
☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are repayment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below): Sufficient budget authority from HUD.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C (2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning 7/01/02 Projected	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers/Certificates	1,102	176
Section 8 Mod Rehab	85	45%
Special Purpose Section 8 Certificates/Vouchers (list individually)		
1. Welfare to Work	250	92
2. Disability	225	
3. Mainstream	75	
4. Family Unification	22	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)	N/A	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8 - Only PHAs are exempt from sub -component 6A.

A. Public Housing

Section 8 ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

Section 8 Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

Section 8 Tenant -Based Assistance

Section 9 ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR 982?

If yes, list additions to federal requirements below:

Section 8 Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

Section 8 Capital Improvement Needs

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

Section 8 Capital Fund Activities

Exemptions from sub -component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

Section 8 **Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Section 8 **Optional 5 -Year Action Plan**

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

Section 8 ☐ Yes ☐ No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

Section 8 If yes to question a, select one:

☐ The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

Section 8 **HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

Section 8 Development name:

Section 9 Development (project) number:

Section 10 Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☐ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

Section 8 Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
Section 8 Disposition <input type="checkbox"/>	Activity type: Demolition <input type="checkbox"/>
Section 8 Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
Section 8 Number of units affected:	
Section 9 Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
Section 8 Timeline for activity:	
Section 9 Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete as streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

- Section 8 Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
Section 8 Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
Section 8 Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
Section 8 If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
Section 8 Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

Section 8 **Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

Section 8 Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
Section 8	What is the status of the required assessment?
	<input type="checkbox"/> Assessment underway
	<input type="checkbox"/> Assessment results submitted to HUD
	<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)
	<input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
Section 8	Status of Conversion Plan (select the statement that best describes the current status)
	<input type="checkbox"/> Conversion Plan in development
	<input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)
	<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)
	<input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
Section 8	Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)
	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:)
	<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
	<input type="checkbox"/> Units addressed in a pending or approved HOPE VI revitalization Plan (date submitted or approved:)
	<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
	<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
	<input type="checkbox"/> Other: (describe below)

Section 8	Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937
-----------	--

Section 8	Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937
-----------	--

Section 8 **Homeownership Programs Administered by the PHA**
 [24CFR Part 903.79(k)]

Section 8 **Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

Section 8 Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
Section 8	Federal Program authority:
	<input type="checkbox"/> HOPEI
	<input type="checkbox"/> 5(h)
	<input type="checkbox"/> Turnkey III
	<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
Section 8	Application status: (select one)
	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program
	<input type="checkbox"/> Submitted, pending approval
	<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
Section 8	Coverage of action: (select one)

- ☐ Part of the development
☐ Total development

Section 8 **Section 8 Tenant Based Assistance**

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

Section 8 **Program Description:**

Section 8 **Size of Program**

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26–50 participants
☐ 51 to 100 participants
☐ more than 100 participants

Section 8 **PHA established eligibility criteria**

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub-component C.

Section 8 **PHA Coordination with the Welfare (TANF) Agency**

Section 8 **Cooperative agreements:**

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive

services(ascontemplatedbysection12(d)(7)oftheHousingAct of1937)?

Ifyes,whatwasthedatethatagreementwassigned? DD/MM/YY

Section8 OthercoordinationeffortsbetweenthePHAandTANFagency(selectall thatapply)

- ☒ Clientreferrals
- ☒ Informationsharingregardingmutualclients(forrentdeterminationsand otherwise)
- ☒ Coordinatetheprovisionofspecificsocialandself -sufficiencyservicesand programstoeligiblefamilies
- ☐ Jointlyadministerprograms
- ☒ PartnertoadministeraHUDWelfare -to-Workvoucherprogram
- ☐ Jointadministrationofotherdemonstrationprogram
- ☐ Other(describe)

Section8 **Servicesandprogramsofferedtoresidentsandparticipants**

Section8 **General**

Section8 Self-SufficiencyPolicies

Which,ifanyofthefollowingdiscretionarypolicieswillthePHAemployto enhancetheeconomicandsocialself -sufficiencyofassistedfamiliesinthe followingareas?(selectallthatapply)

- ☐ Publichousingrentdeterminationpolicies
- ☐ Publichousingadmissionspolicies
- ☐ Section8admissionspolicies
- ☐ Preferenceinadmissiontosection8forcertainpublichousingfamilies
- ☐ Preferencesforfamiliesworkingorengagingintrainingoreducation programsfornon -housingprogramsoperatedorcoordinatedbythe PHA
- ☐ Preference/eligibilityforpublichousinghomeownershipoption participation
- ☐ Preference/eligibilityforsection8homeownershipoptionparticipation
- ☐ Otherpolicies(listbelow)

Section8 EconomicandSocialself -sufficiencyprograms

- ☐ Yes ☒ No: DoesthePHAcoordinate,promoteorprovideany programstoenhancetheeconomicandsocialself - sufficiencyofresidents?(If“yes”,completethefollowing table;if“no” skiptosub -component2,FamilySelf

Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

Section 8 Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of 12/31/2001)
Public Housing		
Section 8	51	72

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

The Housing Authority is voluntarily increasing the FSS Program size to 125 families. The offer to join the program is being offered to 1/2 of the Vouchers in Partnership to Success Program participants.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☒ Other: (list below): Advising participants and applicants as the rule applies to their situation

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents

- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17.PHA Asset Management

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? At Participant Advisory Meeting, discussions and recommendations were made.
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (Filename)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
- List changes below:

5.2.3 Preferences:

~~The A household with an income between 31% and 50% of median~~ must meet one of the following preferences ~~listed below. If these households live in subsidized housing at the time of their eligibility review, they must have lived there for at least one year and demonstrate that they met one of the following criteria when they signed their lease.~~ : (Households of very low income [at or below 30% of median] are presumed to have a housing need. If these households live in a subsidized complex, they must have lived there for at least one year before being eligible for a voucher).

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) As a PHA administering Section 8 only, a Section 8 participant serves on the Housing Authority of Thurston County Board. This Board member indicated interest in serving; the Board submitted her name to the Thurston County Commissioners who approved her appointment.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- x Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- x Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance) -
- ☐ Representatives of all PHA resident and assisted family organizations
- x Other (list)

The Housing Authority of Thurston County operates a Tenant Based Program with no public housing. In the Fall of 1999, the Housing Authority sent a Newsletter to participants in the Housing Authority's Program soliciting applicants for the Participant Advisory Committee. From that solicitation, we accepted all interested parties and included them in the membership of the Participant Advisory Committee. In periodic mailing to Participants, we continue to actively recruit current participants to join the group.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: City of Olympia

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Increase the number of affordable housing units by:
- Applying for additional Section 8 units should they become available.
 - Leverage affordable housing resources in the community through the creation of mixed -finance housing.
 - Pursue housing resources other than public housing or Section 8 tenant based assistance. -
 - Set aside up to 100 vouchers to project base with non profit rental owners in Thurston County.

☒ Other:(listbelow)

WiththeCityofOlympia,theHousingAuthorityofThurstonCountyhelda communityfocusgrouptocoordinatepublicparticipationinthe5 -YearPlan,andthe ConsolidatedPlan.TheHousingAuthorit yparticipatedinfocusgroupmeetingsfor theStateConsolidatedPlan.

2. TheConsolidatedPlanofthejurisdictionsupportsthePHAPlanwiththe followingactionsandcommitments:(describebelow)

Increasethesupplyofstandard,affordablehousingforrenterhouseholdsearning upto80percentofthemedianincomeandmaintainexistingssubsidizedhousing.

4.ConsolidatedPlanjurisdiction:StateofWashington

5.ThePHAhas takenthefollowingstepstoensureconsistencyofthisPHAPlanwith theCo nsolidatedPlanforthejurisdiction:(selectallthatapply)

- ☐ ThePHAhasbaseditsstatementofneedsoffamiliesinthejurisdictiononthe needsexpressedintheConsolidatedPlan/s.
- ☒ ThePHAhasparticipatedinanyconsultationprocessorganizedandofferedby theConsolidatedPlanagencyinthedevelopmentoftheConsolidatedPlan.
- ☒ ThePHAhasconsultedwiththeConsolidatedPlanagencyduringthe developmentofthisPHAPlan.
- ☒ ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwith theinitiativescontainedintheConsolidatedPlan.(listbelow)
Increasethenumberofaffordablehousingunitsby:
 - ApplyingforadditionalSection8unitssouldtheybecomeavailable.
 - Leverageaffordablehousingresourcesinthecommunitythroughthe creationofmixed -financehousing.
 - PursuehousingresourcesotherthanpublichousingorSection8tenant - basedassistance.
 - Setasideupto100voucherstoprojectbasewithnonprofi t rentalowners inThurstonCounty.

D.OtherInformationRequiredbyHUD

Use this section to provide any additional information requested by HUD.

APHAMust identify the basic criteria the PHA will use for determining:

A substantial deviation from its 5 -Year Plan; and

A significant amendment or modification to its 5 -Year Plan and Annual Plan.

The Housing Authority of Thurston County defines substantial deviations or significant amendments or modifications as follows:

The following actions would be considered a substantial deviation from the 5 -Year Plan.

- Change to the target population included in the adopted plan.
- Decision to change the process for accepting applications to the Rental Assistance Voucher Program.
- Decision to change Priority or Preference Criteria for the Rental Assistance Programs.

It will not be considered a substantial deviation from the plan:

- To choose another course of action not specifically spelled out in the plan to meet the established goals.
- To meet goals of the program to assist low and moderate income population in a manner not discussed in the adopted plan.
- To increase the Payment Standard (within budget authority) based on unforeseen increases in rents or vacancy rates.
- To make modifications to the Administrative Plan which improve the access to the program by applicants and participants or clarification of new issues in order to provide a consistent implementation of the rules.

- **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Non dwelling Structures	
13	1475 Non dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA
plannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneofthe5
informationisincludedintheCapitalFundProgramAnnualStatement.

-widephysicalormanagementimprovements
-Yearcycle,becausethis

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	%Vacancies inDevelopment	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
Totalestimatedcostovernext5years				

OptionalPublicHousingAssetManagementTable

SeeTechnicalGuidanceforinstructionsontheuseofthistable,includinginformationtobeprovided.

PublicHousingAssetManagement								
Development Identification		ActivityDescription						
Name, Number, and Location	Number and Typeofunits	CapitalFundProgram PartsIIandIII Component7a	Development Activities Component7b	Demolition/ disposition Component8	Designated housing Component9	Conversion Component10	Home- ownership Component 11a	Other (describe) Component 17

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Cheryl Noel, Chair Date Appointed: 11/16/92 Rochester, WA	Sterling Savings Bank	Position #2 Term Expires: 10/31/2004
Dwight Edwards, Vice Chair Date Appointed: 10/31/93 Lacey, Washington	W State Office of Community Development	Position: #1 Term Expires: 10/31/2004
Lloyd W. (Lew) Lewis Date Appointed: 6/18/90 Olympia, WA	W State Legislative Code Reviser	Position: #3 Term Expires: 4/15/2001
William Lynch Date Appointed: 9/15/86 Olympia,	W State Legislative Office	Position: #5 Term Expires: 9/15/2004
Joanne Barker Date Appointed: 9/29/99 Olympia, WA	Section 8 Participant Advisory Committee	(HATC Board will renew on an annual basis)

AttachmentD

Required Attachment wa049e01: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Joanne Barker

B. How was the resident board member selected: (select one)?

- ☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): 9/29/01 through 9/28/02

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

August2002

HousingAuthorityofThurstonCounty
BoardofCommissioners

ATTACHMENTB

HousingAuthorityofThurstonCounty
BoardofCommissioners

Member	Occupation	DateAppointment Expires
CraigD.Chance,Commissioner DateAppointed:11/16/92 Olympia,WA	ColumbiaBank	Position:#4 TermExpires: 10/16/2004
CherylNoel,Chair DateAppointed:11/16/92 Rochester,WA	Sterling SavingsBank	Position#2 TermExpires: 10/31/2004
DwightEdwards,ViceChair DateAppointed:10/31/93 Lacey,Washington	WStateOffice ofCommunity Development	Position:#1 TermExpires: 10/31/2004
LloydW.(Lew)Lewis DateAppointed:6/18/90 Olympia,WA	WASstate Legislative CodeReviser	Position:#3 TermExpires: 4/15/2001
WilliamLynch DateAppointed:9/15/86	WAS tate Legislative	Position:#5 TermExpires:

Olympia,	Office	9/15/2004
JoanneBarker	Section8	(HATCBoardwill
DateAppointed:9/29/99	Participant	renew
Olympia,WA	Advisory	onanannualbasis)
	Committee	

**Participant Advisory Committee
Minutes
December 18, 2001**

Present: Helen Plaja, Helen Walker, Kelly Kellogg, Ellen Reber, Joanne Barker, Greg Provenzano, Maureen Hill, Dee Faircloth

Items of Discussion:

Change in the Income eligibility standard as a priority.

Recommendation from the Participant Advisory Committee: Priority for the voucher program is to be given to households with incomes at or below 45% of the median. 75% of the households served will have incomes at or below 30% of median.

Increasing the Payment Standard to accommodate persons with disabilities:

The recommendation is to loosen the criteria for granting an increased payment standard for persons with disabilities who need an accommodation both at initial lease-up and in the transition from the certificate to the voucher program during this fiscal year.

Policy about setting the Payment Standards:

Maintain the current policy adopted last year.

Set Aside of Vouchers for graduates of Transitional Housing Programs:

Recommendation: That the Housing Authority set aside 10 - 15 vouchers for households graduating from transitional housing programs. The households would be referred from the Transitional Housing Programs for Families and will be served regardless of their position on the Waitinglist.

ProjectBasedAssistance

Recommendation: that HATC should consider these as a side of project based assistance if the opportunity presented itself to leverage other resources to increase the number of units available to low income households.

(It turns out that this process requires an extensive policy and procedures system that will not in fact increase the number of vouchers in the community but it could possibly be used as a lever to get other affordable projects going)

Waivers from the Requirement that there be a minimum one year lease

Staff recommends that we retain the one year requirement for the program but on a case -by-case basis make a determination that a person with a disability or a hard to serve individual or family find housing but an individual and landlord refuse to commit to a one year lease.

Staff should be able to continue to offer less than one year leases in the cases of certificate to voucher transfers in a second or later year giving either tenant or landlord the ability to choose a month -to-month tenancy .

Family Self Sufficiency Program

After we have offered the opportunity to all the eligible VIPS participants, the HATC will do an outreach to all participants on the voucher program and maintain a waiting list so that we have a total FSS participant group of 125 families. As new families are offered a voucher, they are advised of the opportunity to participate in the FSS program.

Use of Vouchers for Homeownership

For at least the duration of the funding from the WSHFC the HATC will continue to offer pre-purchase counseling to participants on the Authority's Rental Assistance Programs. We will also provide information and referral for the general public.

We will not create a program for use of the Voucher for Homeownership but will continue to study the feasibility of this opportunity for participants on the program.

Progress in Meeting Goals in Annual Plan

Goal: Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction.

Payment standards were changed in October 2000 according to the Annual Plan. Lease -uprate is in excess of 100% beginning in October, 2000 even with new allocations granted in 2000.

Reached our goal for the Vouchers in Partnership for Success by the end of December 2000, one of only a dozen housing authorities in the county who had met the goal at that time.

After discussions. Meeting adjourned.

***Maureen Hill For Participant Advisory Meeting
December 18, 2001***

Statement to HATC's progress in meeting the mission and goals described in the 5 year Plan. (903.7r(1))

NEED: SHORTAGE OF AFFORDABLE HOUSING FOR ELIGIBLE POPULATIONS.

Strategy 1: Maximize the number of affordable units available to the HA within its current resources by:

- ❑ Maintain or increase section 8 lease - up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.

We do not have an exact count on how many households did not use their voucher, but we believe the percent to be under 10%. Between July 1, and December 1, 2001, we have assisted 140 new households from the waiting list, all finding suitable housing without going over 40% of monthly adjusted income .

Also, need to maintain 100% leasing in the VIPS program. The strategy is to over lease by up to 5% in order to maintain the 100% average over the course of the year. This program is being tracked very closely by HUD and Congress and we want to be able to excel with our leasing schedule. This puts us in a position to be leaders and to qualify for any vouchers which might be reallocated away from other HA's that are not able to use their vouchers for whatever reason.

- ❑ Undertake measures to ensure access to affordable housing among families assisted by the HA, regardless of unit size required.

Households are helped on a first -come first ñserved basis except for special allocations. We do not use household size as any determination of the order in which households are helped.

Up until December, the only families taken out of order were those eligible for VIPS and families on the PILOT project, coming from transitional housing programs. We may soon have to go out of order to reach those who are at or below 30% of median in order to maintain the requirement that 75% of persons served need to be at or below 30% of median.

- ❑ Maintain or increase section 8 lease - up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration.

We do not have areas of concentrations. We have stopped dealing with a couple of landlords who have not been able to maintain HQS or who have not been cooperative. However, at this point there are a sufficient number of cooperative and interested landlords on the program. We have attended one meeting of the Multifamily Crime Prevention group and explained the Housing Authority's role under the contract.

- ❑ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

Members of our staff serve on local groups including the Work First Local Area Planning group, the Partners for Children, Youth and Families, the Housing Task Force and the Continuum of Care Committee for Homeless Individuals and Families.

Increase the number of affordable housing units by:

- ❑ Apply for additional section 8 units should they become available.

The Housing Authority submitted the following applications in the 2000 - 2001 fiscal year:

- ❑ *Fair Share*
- ❑ *Mainstream*
- ❑ *Access 2000 Housing Initiative for Non - Elderly Disabled Persons in Nursing Homes who want to live independently*
- ❑ *Certain Developments - Housing for Non - elderly Persons with Disabilities*
- ❑ *Family Unification*

We have met the threshold requirements of eligibility to seek additional W2V vouchers and will apply when and if the NOFA is released.

To date we have received funding for the following:

1. **290 vouchers** under the Fair Share application.
2. **200 vouchers** under the Program for Non- Elderly Persons with Disabilities
3. **Approximately 10 vouchers** as a partner with King and Seattle and the Division of Aging and Adult Services at DSHS

We did not win the lottery on the Mainstream application. Decision not yet made on the Family Unification Vouchers.

*We also received **21 vouchers** in conjunction with the Meadowood Apts decision to OPT OUT of the project based program.*

- ❑ Leverage affordable housing resources in the community through the creation of mixed-finance housing.

The staff researched several opportunities in the community this past year and found none that were financially feasible. The search is on-going.

- ❑ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

The Housing Authority has received word that the Housing and Transitional Services Program has been refunded under McKinney money awarded to the State of Washington.

HATC has secured State funding for an IDA Program to help 50 current and former TANF and household earn an asset by tripling their savings over a three year period.

HATC has secured funding for a second FSS staff position to help us increase our FSS program and to help the VIPs persons become self-sufficient.

Families at or below 30% of median

Strategy 1. Target available assistance to families at or below 30% of the AMI.

- Employment admissions preferences aimed at families with economic hardship.

The Administrative Plan has in need preferences that must be met in order to be eligible for a voucher.

- Plan to meet the federal targeting requirement by maintaining that 75% of all new admissions to the Section 8 Program will be families at or below 30% of the area median income.

We are continuing to monitor the signing of contracts under the program. To date we have an approximate 73/27 split. Since we have over 200 vouchers to issue to non-elderly disabled individuals, we expect that we will actually exceed the 75% amount through normal first-come, first-served. However, we are prepared to begin to skip over applicants in order to meet the minimum threshold amount.

Families at or below 50% of AMI.

- Welfare to Work vouchers will be targeted to families at or below 50% of AMI.

The targeted group are at or below 50% of the Median. Many families who had been on TANF in the past two years have incomes over the 30% AMI so it is important in order to use these targeted vouchers that we have been able to assist families up to 50% AMI.

Strategy: Target available assistance to the elderly:

- Apply for special purpose vouchers targeted to the elderly, should they become available

5% of the Fair Share Allocation is available for disabled persons including those who are disabled to qualify for a voucher in order to avoid their being placed in a nursing home or other institutional care facility.

- Maintain knowledge of available assistance to the elderly.

Staff is aware of resources in the community for elderly households.

Strategy: Target available assistance to Families with Disabilities

- Apply for special purpose vouchers targeted to families with disabilities should they become available.

The Housing Authority applied for Mainstream Vouchers and Vouchers for Persons with Disabilities. See above.

- Affirmatively market to local non-profit agencies that assist families with disabilities.

Extensive outreach is done to groups who serve special needs populations during the period that the waiting list is open. Discussions are also taking place with Non Profit agencies about partnerships under the Project Based use of Vouchers.

Strategy: Increase awareness of PHA resources among families of various races and ethnicities with disproportionate needs

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Extensive outreach is done to all areas of the county to reach all population groups.

Transitional Housing Programs and the Need for Permanent Housing after the family successfully completes the program:

By the end of December, 2001, we expect to have six households under lease in the voucher program. These families were served under one of two transitional housing programs operated by the Housing Authority.

Project Based Assistance

As part of our outreach to Housing Providers in the Community, we have received one letter of interest from Homes First! We have also received verbal interest from Behavioral Health Resources.

- New regulations will allow us to attach vouchers to existing units as well as units requiring rehabilitation or proposed units to be constructed.
- There are limitations on the percent of units which can be assisted except in cases of serving households with special needs for whom services are being provided.

The current thinking of the Housing Authority staff is to move forward with the design of a program, limiting initially to not-for-profit partners. We will be talking to a consultant who has developed the program in other communities.

Will the Housing Authority Develop a program for the use of Housing Choice Vouchers for Homeownership?

There appears to be an interest in the program among participants. We are continuing to look into this option. We will be hiring a consultant to help us design the program after it is determined that it is a safe and feasible thing to do.

Project-Based Families and Eligibility for a Voucher:

Issues identified by applicants to the waiting list for a voucher:

By our regulations, in addition to being income eligible, the household has to demonstrate a need to move. By definition, when a family lives at Martin Terrace or another unit that has project-based assistance, they do not have a “need”, because they are housed in standard housing with a subsidy. Individuals and families feel stuck and lack options to relocate to an affordable alternate apartment because they cannot afford to live on their own for three months that demonstrate a “need” and therefore do not have the option of receiving a voucher.

We have helped folks to move with voucher assistance under various conditions, usually having to do with the apartment being too small or a medical reason to move, certified by a doctor. E.g. a woman living at the Fleetwood had the opportunity to be reunited with her children. When her name came to the top of the voucher waiting list, she provided documentation of the impending return of the children and we were able to issue her a voucher.

Families have requested that we give them the opportunity to be issued a voucher so that they can move to a different unit with a subsidy.

Options:

- ❑ Leave the policy as it is. Person housed in a project-based unit whose application reaches the top of the voucher list is passed over. If they choose to leave and live on their own and demonstrate a “rent-burden” for three months, they can be eligible for a voucher. If they have a medical or unit-size issue, they can qualify for a preference with third-party verification of the need.
- ❑ Change the policy to be like the new “HA Project-based rules” that the family is eligible for a voucher if they have lived in the unit for a year. (in the case of the Martin Terrace or other units, we would issue a voucher only if the household’s application comes to the top of the voucher waiting list.)
- ❑ Abandon “need” criteria altogether and limit assistance only based on income and household type.

Impacts:

- ❑ If we allow tenants to get a voucher after one year, the turnover will be even higher at the Fleetwood and Martin Terrace and Uhler Apartments necessitating even greater outreach to get viable applicants.

- If we take away the “need” criteria, we would open the voucher to a lot of people we have passed over and we will need to go back and offer them a voucher.

Project-Based Units at Martin Terrace and Uhler:

Issue: Difficult to get the units leased, lot of turnover, a group of problem tenants who make it difficult for others to peacefully enjoy their homes, small units with few amenities and located on a very busy street.

Background:

- ❑ Lot of problems at Martin Terrace with hard-to-serve households. Might make a difference to recruit a more mixed population, possibly will occur without the “need” based criteria.
- ❑ A lot of attrition on the waiting list, probably exceeds 50% on failure to follow through with the application process. Another % who are not moving from their current home and prefer to wait for a voucher.

Options:

- ❑ Status Quo: Need based criteria resulting in a little more downtime to recruit eligible and interested candidates.
- ❑ Take away the “need” based criteria and simply leave the income and household type as the sole eligibility criteria.

Additional Work on the Plan:

In need to check the Administrative Plan to make sure that we are meeting the SEMAP requirements. (This is really critical. Unless you are a “high performing” HA, you do not qualify for additional vouchers into the Community):

- ❑ Rent Reasoner
- ❑ HAP abatement for units that do not meet HQS requirements at the time of inspection and landlord does not fix the deficiencies in the timeframe allowed by HA.
- ❑ Define what deficiencies constitute needing a “24 hour response”
- ❑ Define clearly that participants will be terminated for failure to comply with their part in maintaining the unit to HQS.

“Need-Based” criteria should be applied only for families whose income is between 31 and 50% of median. Those households with incomes below 30% of median are assumed to have a housing need and do not have to demonstrate further. (This will apply to the Martin Terrace and Uhler as well as the Voucher program.)

I am adding some other ideas that came out of the discussion related to the eligibility of applicants who are housed in a subsidized apartment at the time their eligibility for a voucher is being determined.

- ❑ In line with the new project -based rules, the family has to have been in the unit for at least a year before they will be offered a voucher (exception for medical reason or crowding or accessibility)
- ❑ For those persons who are between 31 and 50% of median, they will be eligible for a voucher after a year if they can demonstrate that at the time they accepted a unit in the subsidized complex, they had a need as defined elsewhere in the administrative plan.

For example a family at Martin Terrace who is at or below 30% of median could get a voucher after having lived at Martin Terrace for a year when their application reaches the top of the list. If the family has an income above 30% of median, there must be documentation that they had a “defined need” prior to being housed at Martin Terrace and must have lived there for at least one year.

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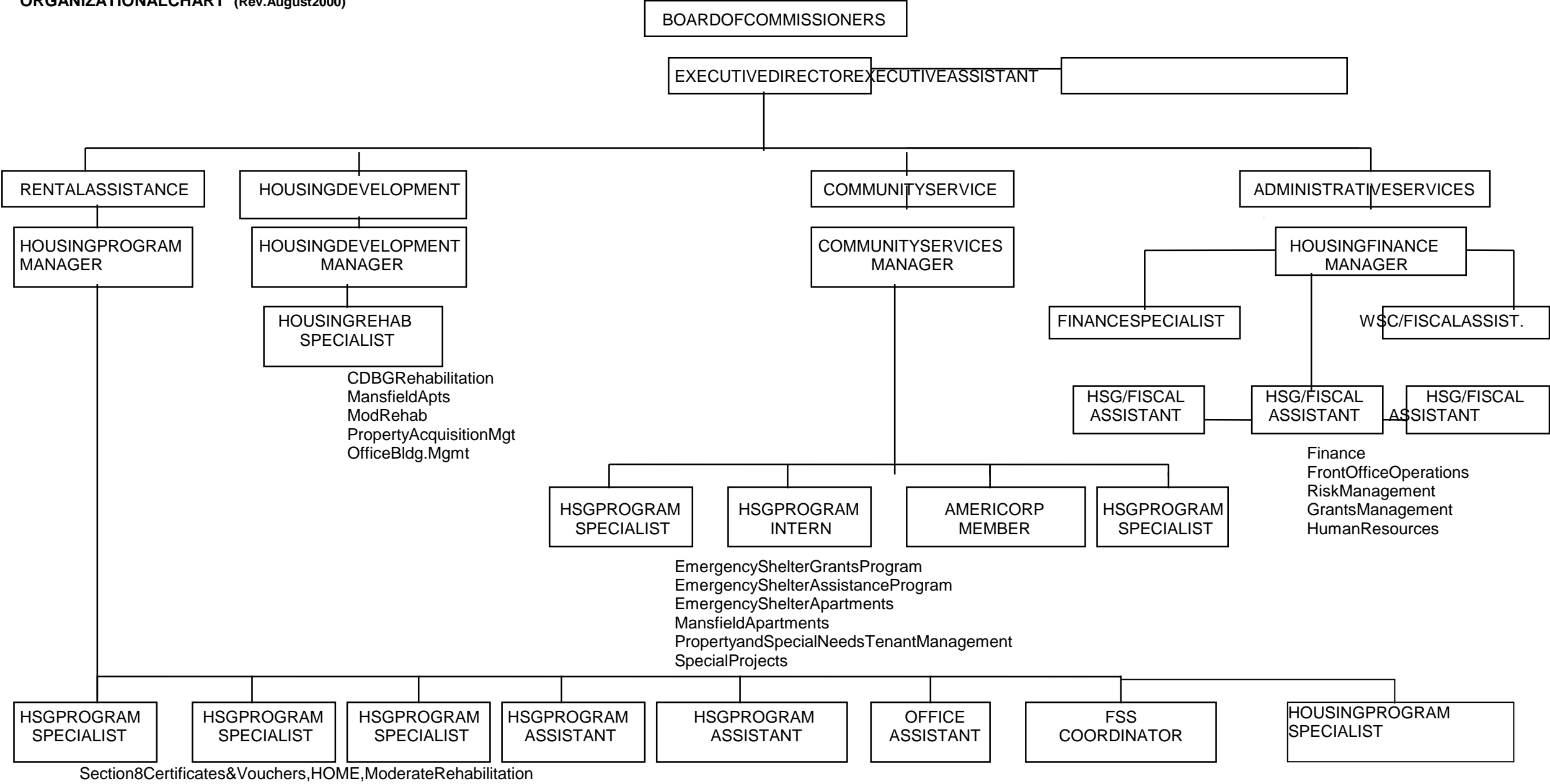
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OF THURSTON COUNTY
ORGANIZATIONAL CHART (Rev. August 2000)



Definition of Substantial Deviation and Significant Change or Modification

903.7r(2) Identify the basic criteria that HATC will use for determining:

- (i) A substantial deviation from the 5-year plan
- (ii) A significant amendment or modification to its 5-year Plan and Annual Plan.

Substantial deviation:

The following actions would be considered a substantial deviation from the 5-year plan:

- ❑ Change to the target population included in the adopted plan.
- ❑ Decisions to change the process for accepting applications to the Rental Assistance Voucher Program
- ❑ Decision to change Priority or Preference Criteria for the Rental Assistance Programs

It will not be considered a substantial deviation from the plan:

- ❑ To choose another course of action not specifically spelled out in the plan to meet the established goals
- ❑ To meet goals of the program to assist low and moderate income population in a manner not discussed in the adopted plan.
- ❑ To increase the Payment Standard (within budget authority) based on unforeseen increases in rents or vacancy rates.
- ❑ To make modifications to the Administrative Plan which improve the access to the program by applicants and participants or clarification of new issues in order to provide a consistent implementation of the rules.
- ❑ To incorporate new procedures brought about by new regulations or clarification of regulations by HUD.
- ❑ To make changes to parts of the plan, which are found to be inconsistent with regulations.

Other similar circumstances will be treated as defined above. Those items which are considered a substantial deviation would require an Amendment to the Plan and require Board Approval at a Regular Meeting of the Housing Authority Board of Commissioners and submission to HUD. Where feasible on discretionary issues, the HATC will make effort to consult with the Participant Advisory Committee prior to bringing the issue to the Board. an

Project-based Voucher Program (as revised by Section 232)

The Housing Authority of Thurston County intend to project -base not more than 300 Housing Choice Program Voucher to non-profit housing providers. The general allocation that the Housing Authority of Thurston County is opening for possible areas of implementing the project -base program areas follows:

- ☐ Within the City limits of Olympia
- ☐ Within the City limits of Lacey
- ☐ Within the City limits of Tumwater
- ☐ Within the City limits of Yelm
- ☐ Within the Greater Thurston County Area

This action is consistent with the FY 2002 Agency Plan in the following ways:

- It is consistent with the Mission Statement for the Housing Authority of Thurston County.

Our mission is to provide safe, decent and affordable housing to low -income and at -risk families. The ultimate goal of the Housing Authority is to assist families and individuals to secure long term permanent housing. When this is accomplished the individual and family can begin to address the other factors which have caused crisis and instability in their lives.
- Expand the supply of assisted housing.
- Increase assisted housing choices.
- Conduct outreach efforts to potential landlords.
- Ensure Equal Opportunity Housing for all Americans.
- Project-basing will help the Housing Authority of Thurston County meet the statutory goals of deconcentrating poverty and expanding housing and economic opportunities.
- Increase the availability of decent, safe and affordable housing.
- Increase assisted housing choice.
- Pursue housing resources other than public housing or tenant -based assistance.

It is the intention of the Housing Authority to maintain a separate waiting list for these projects.

If any of the locations identified above are found to be in a census tract with poverty rates at less than 20 percent, the Housing Authority of Thurston County will seek an exception from HUD.